



***State of Washington
Department of Transportation
Notice to Consultants
Seattle Monorail Triennial Safety Audit***

Washington State Department of Transportation solicits interest from consultants interested in submitting a Statement of Qualifications (SOQ) to conduct a triennial audit of Seattle's safety program and process associated with its operation of the Monorail System.

Project Description

This audit is the first to be conducted of the Seattle Monorail System's operations under the auspices of the Washington State Department of Transportation in accordance with sections 81.104.115(3) RCW and 49 CFR 659.37. This audit consists of the following:

A. Prepare for safety and security audit

1. The contractor shall prepare checklists that identify the safety and security requirements to be audited, the acceptable reference documents that establish the acceptance criteria for those requirements, and the method of verification;
2. The contractor shall provide the planned scope of the audit, the audit checklists, the estimated time it will take to complete each checklist, and the names of its audit team members;
3. The contractor shall schedule an on-site, pre-audit conference; and
4. The audit, including all conferences, shall be conducted in the month of April 2003.

B. Coordinate and conduct safety and security audit

1. The contractor shall conduct the audit using checklists to verify the Monorail System's conformance with the requirements contained in the reference criteria;
2. The contractor shall record audit findings and comments on the checklists; and
3. The contractor shall hold an on-site, post audit conference.

C. Complete the safety and security audit report

1. Following the completion of the on-site audit, the contractor shall prepare a draft report with the audit findings, conclusions, and recommendations; and
2. Within one month after the end of the one-month review period, the contractor shall prepare a final report.

Evaluation Criteria

Pursuant to state and federal regulations, a qualifications-based selection process will be used to select a consultant for each of these projects. The following information and criteria will be used to evaluate and rank responses:

- Qualifications/Expertise of Firms on Team;



- Qualifications of Proposed Project Manager(s);
- Key Team Members Qualifications (Prime Consultant and Sub-Consultants);
- Firm's Project Management System (Prime Consultant Only);
- Firm's Project Delivery Approach;
- References/past performances (Prime Consultant Only); and
- Cost factors (Prime Consultant and Sub-Consultants.)

The link to the definitions and point value for each of the proposed criteria may be found on the first page of this advertisement web site.

NOTE: It is imperative that the consultant reviews the definitions of the scoring criteria. We have included requirements and/or limitations for the information that is being requested. All scoring criteria will be rated on a scale of 0 (Low) to 20 (High.)

Submittals

Consultants are invited to submit their SOQ at their own cost. WSDOT assumes no obligation of any kind for expenses incurred by any respondent to this solicitation. The submittal is limited to a total maximum number of thirty (30) sheets submitted only on single sided (single sided meaning one side only of a single sheet of paper) typed 8.5" x 11" paper (if charts and/or graphs are utilized text must be readable size font), and with type size no smaller than 12 point. The page limitation does not apply to the transmittal letter, front and back cover, the completed Performance Evaluation forms, and the completed Submittal Information Packet form(s.)

Please provide only 1 copy of the completed Performance Evaluation forms and the completed Submittal Information Packet form(s.) These forms should be accompanied with your Letter of Transmittal and should be submitted under separate cover and not bound within your SOQ.

The SOQ shall meet the following requirements or will be deemed non-responsive and will not be eligible for consideration of this work:

- Title of the SOQ on the cover of the submittal and the Transmittal Letter;
- Transmittal Letter;
- Completed Submittal Information Packet form for the Prime Consultant and all proposed Sub-Consultants (1 set);
- Completed Performance Evaluations for the Prime Consultant Only;
- Responsiveness to all evaluation criteria;
- Meeting page limitations and font size requirements; and
- Meeting submittal deadline submission date.

Materials submitted in response to this competitive procurement shall become the property of WSDOT and will not be returned. All submittals received will remain confidential until WSDOT and the successful Consultants sign the agreements resulting from this advertisement. All submittals are deemed public records as defined in the Revised Code of Washington (RCW) 42.17.250 to 42.250.340.



Faxed or e-mailed submittals will not be accepted. Four (4) copies of your submittals, whether mailed or hand-delivered, **must arrive at the following address no later than 5:00 pm on Friday, November 15, 2002:**

Mr. Michael B. Rice
Director, Consultant Services
Washington State Department of Transportation
Capital View II Building, 2nd Floor
724 Quince Street SE
Olympia, WA 98504-7323

Any questions regarding the submittal process should be directed to the Consultant Services Office, at 360-705-7104.

The department has an overall Disadvantaged Business Enterprise (DBE) Goal. The DBE goal for participation will be obtained through a combination race-neutral/race-conscience means as outlined in WSDOT's "Disadvantaged Business Enterprise Program Plan." The department encourages disadvantaged, minority, and women-owned consultant firms to respond.

Persons with disabilities may request this information be prepared and supplied in alternate formats by calling collect 206-389-2839. Persons with hearing impairments may call 1-800-833-6388 (Washington State Telecommunications Relay Service) and ask for 206-515-3683.

Dates of publication in the Seattle Daily Journal of Commerce: Friday, October 4, 2002 and Friday, October 11, 2002.